PHRi™ Exam Content Outline At-a-Glance:

PHRi Exam Weighting by Functional Area:

Functional Area 01 | Talent Acquisition (19%)

Functional Area 02 | HR Administration and Shared Services (19%)

Functional Area 03 | Talent Management and Development (19%)

Functional Area 04 | Compensation, Benefits, and Work Experience (17%)

Functional Area 05 | Employee Relations and Risk Management (16%)

Functional Area 06 | HR Information Management (10%)

The PHRi EXAM CONTENT OUTLINE is updated periodically (approximately every five years) to ensure it is consistent with current practices in the HR field. All questions appearing on the exams beginning February 2018 are linked to the responsibility and knowledge statements in this document.
Functional Area 01 | Talent Acquisition (19%)

Actions needed to make sure an organization has employees with the right skills in the right positions at the right time.

**Responsibilities:**

01  Create job description in partnership with hiring manager to ensure that requirements are accurate and up-to-date

02  Recommend and implement most efficient and cost effective sourcing strategies for hiring managers (e.g., agencies, job boards, internal postings, social media, job fairs, college recruitment)

03  Work with hiring managers to facilitate interviews by evaluating all sourced and submitted applications

04  Partner with hiring manager to determine preferred candidate(s), communicate job offer, and ensure acceptance

**Knowledge of:**

01  The job analysis process and organization needs

02  Job evaluation and job descriptions

03  Existing best recruitment practices, platforms, sourcing channels, and labor market

04  Existing best recruitment practices and trends (utilizing different platforms or channels to source talent)

05  Current market situation and talent pool availability (internal and external)

06  Interview and assessment methods

07  Job requirements

08  How to measuring recruiting effectiveness (e.g., time-to-fill, cost-per-hire)

09  Applicant tracking systems and/or methods

10  General compensation and benefits administration methods (e.g., market reference ranges/pay tiers, compa-ratio, fringe benefits)

11  Verbal and written offer/contract techniques
Functional Area 02 | **HR Administration and Shared Services (19%)**

Activities that support employees and managers by responding to requests for information and gathering and storing information in a manner that ensures integrity and accurate retrieval.

**Responsibilities:**

01 Respond to employee inquiries and requests as first point of contact in order to provide positive employee experience

02 Maintain personnel files and records to ensure accuracy and data integrity

03 Administer leave management programs for all employees by tracking time off requests and hours worked in order to maintain compliance and ensure alignment with appropriate pay policies

04 Process employee status changes and life events, such as payroll changes, terminations, transfers, promotions, birth of a child

05 Coordinate new hire activities by working with various teams and hiring managers to ensure successful employee integration

06 Initiate employee offboarding process by completing tasks to effectively separate the employee

07 Support organization-wide communication initiatives which provide updates and results in order to keep employees engaged

08 Maintain organizational charts to match organization requirements

**Knowledge of:**

12 Organization policies, procedures, ongoing programs, and other engagement activities

13 Record keeping requirements

14 Regulations related to handling sensitive personal data

15 Leave management policies and processes

16 Statutory leave of absence requirements (e.g., holidays, paid leave, maternity)

17 Benefits tracking systems

18 Organization benefits and compensation policies and processes
19 Statutory requirements related to benefits
20 HR Information Systems (HRIS) platforms
21 Onboarding process and logistical arrangements
22 Employment lifecycle
23 Legal requirements to onboard new employees
24 Organization values, history, organizational structure
25 Offboarding process and logistical arrangements
26 Legal requirements to separate employees
27 Upcoming updates, changes, organization news
28 Employee demographics in order to effectively communicate with all employees
29 Various organizational structures
Functional Area 03 | Talent Management and Development (19%)

Processes that support effective talent management, employee engagement and development.

Responsibilities:

01 Administer measurement tools to determine success of organizational development programs
02 Maintain a process for creating new, and revising existing, job profiles and competencies
03 Support succession planning program to identify and develop high potential employees for key and leadership positions
04 Administer organization supported activities to enhance employee participation and engagement
05 Execute organization’s performance management strategy by completing appropriate steps in order to achieve organizational goals and objectives
06 Support employee development by administering learning and development programs to achieve desired outcomes by the organization

Knowledge of:

30 Best practice survey methods
31 Job analysis
32 Principles of employment
33 Market trends
34 Learning and development tools and methodologies
35 Coaching and mentoring methods
36 Organizational structure
37 Qualitative/quantitative survey and reporting methods
38 Corporate culture and policies
39 Emerging HR trends and the impact on the workplace
40 Organization’s performance management strategies and methodologies
41 Adult learning theories and best practices
42 Organization’s development strategy
Functional Area 04 | **Compensation, Benefits, and Work Experience (17%)**

Total reward systems that support recruitment, retention, and recognition of employees and improve organizational results.

**Responsibilities:**

01. Provide total rewards/compensation statements by organizing data to deliver to employees

02. Prepare compensation analysis for recommendation in order to acquire and retain talent

03. Manage organization recognition and/or rewards program(s) to foster employee engagement and enhance employee experience

04. Ensure employees are aware of benefits and compensation for internal comprehension and appreciation

05. Recommend and support strategic initiatives to enhance Employee Value Proposition (EVP), culture, and brand

06. Ensure equality in total rewards by using job evaluations and salary structure in compliance with organization requirements

**Knowledge of:**

43. Benefits and compensation strategy and the connection to human capital strategy

44. Methods to align and benchmark compensation

45. Employee engagement principles and theories to enhance employee experience

46. Benefits and compensation programs in extensive detail

47. Employee Value Proposition and its effect on employee engagement, talent acquisition, and retention

48. Current market data obtained through market studies and salary surveys

49. Pay structure techniques
Functional Area 05 | Employee Relations and Risk Management (16%)

Policies and practices that ensure workplace safety, legal compliance and employee satisfaction.

**Responsibilities:**

01. Develop and communicate safety incident investigation to ensure compliance with safety guidelines

02. Advise managers and supervisors on proper corrective practices in order to ensure fair and consistent administration of corrective actions

03. Administer and educate business units on employee handbook and organization policies in order to ensure internal comprehension

04. Support internal and external HR compliance audit process to ensure organization readiness

05. Coordinate workplace security protocols and disaster recovery communication plans to ensure workplace safety and business continuity

06. Maintain and execute employee grievance procedures by ensuring that each case is properly handled for the purposes of a healthy working environment

**Knowledge of:**

50. Regional safety laws and guidelines

51. Process management

52. Specific employment laws and guidelines

53. Corrective action methods

54. Organization policies

55. Legal best practices

56. Internal and external audit procedures

57. Proper documentation methods and systems

58. Recordkeeping best practices
59  Business continuity plan development
60  Process mapping and workflow development
61  Local labor compliance and regulations
62  Investigation practices
Functional Area 06 | HR Information Management (10%)

Processes that help the organization access and use human resource technology.

**Responsibilities:**

01 Identify processes to be automated in HRIS by mapping and validating with users to be sure they are properly implemented

02 Obtain user requirements to design various processes and ensure alignment with organizational standard operating procedures

03 Generate reports and determine metrics as required by users to support business initiatives

04 Provide support for systems change management efforts by facilitating change to ensure user acceptance

05 Design training materials and user manuals to ensure users comprehend and utilize systems capabilities

06 Maintain security by monitoring user access rights to ensure compliance and data integrity

07 Execute regular review and audit of HRIS data to ensure accuracy and appropriate integration with other organization systems in order to achieve effective reporting, compliance, and personnel data output

08 Provide support for problems reported by users in collaboration with technical support team to ensure that HRIS operates smoothly and satisfies requirements

09 Propose improvements to the system by identifying gaps in current automation to ensure effective and efficient operation of the organization

**Knowledge of:**

63 Existing business processes within areas of expertise

64 Organizational policies and procedures

65 Gap analysis

66 Effective data reporting

67 Existing HRIS, reporting tools, and other systems
68  Change management tools and techniques
69  Different communication techniques
70  Knowledge management techniques and practices
71  Organization structure and responsibilities
72  Job profiles to ensure proper access to users
73  Ongoing processes the system performs
74  Organization HRIS/tools/procedures
75  Trends and root causes of problems
76  Existing processes in the organization
77  User and customer requirements
78  Business
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